



## **Alaska Board of Physical Therapy and Occupational Therapy Board Meeting - February 28, 2025 - Day 2**

Alaska Division of Corporations, Business and Professional Licensing

Zoom

2025-02-28 09:00 - 2025-02-28 16:30 AKST

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#### **1. Call to Order/Roll Call**

##### **A. Roll Call**

Board members: Tina McLean, Chair Enlow Walker, Secretary Rebecca Dean, Public Member Valerie Phelps, Vice-Chair Victoria "Tori" Daugherty Jonathan Gates

Staff members: Reid Bowman, Program Coordinator 2 Shane Bannarbie, Program Coordinator I Sheri Ryan, Licensing Examiner 3

Mission Statement - The mission of the Alaska State Physical and Occupational Therapy Board is to promote healthy, independent, productive Alaskans. The board strives to do this by: Adopting regulations necessary for the safe and efficient practice of Physical Therapy and Occupational Therapy in the State of Alaska. Reviewing and approving the qualification of applicants to ensure a competent and effective work force of therapists and assistants. Issuing temporary permits and licenses to qualified persons. Monitoring compliance with continuing education requirements. Reviewing and acting on any report or documentation of any unsafe, unethical or unlawful actions of a licensee.

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PHY Board Member - 05/17/2018 - 03/01/2025 and Board Secretary

###### **ii. Dr. Tina McLean**

PHY Board member 06/22/2022 - 03/10/2025 and Board Chair

##### **B. Board Meetings - Reschedule Oct Board meeting**

Next PHY Board mtg. scheduled for Oct. 16-17, 2025. Oct. 17 is Alaska Day and a state holiday w/staff not available. Need to reschedule.

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It's time to select your Voting Delegate, Alternate Delegate, and Funded Administrator! These positions will be funded to attend the following events, and your Voting Delegate will represent your board by voting for candidates and motions. Leadership Issues Forum, July 19-20, Arlington, Virginia Voting Delegate Board Administrator Annual Education Meeting, October 23-25, Spokane, Washington Voting Delegate Funded Alternate Delegate Board Administrator You can learn more about these events on the FSBPT Website .

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**12. Meeting Summary - Action Items**

**13. Adjourn**



## Alaska Board of Physical Therapy and Occupational Therapy Board Meeting - February 28, 2025 - Day 2

Alaska Division of Corporations, Business and Professional Licensing  
Friday, February 28, 2025 at 9:00 AM AKST to 4:30 PM AKST  
Zoom

**Meeting Details:** <https://us02web.zoom.us/j/86419593383?pwd=so46yGD18jk06raBapeeEVHaaKkjb4.1>

**Meeting ID:** 864 1959 3383

**Passcode:** 376492

**Call-in:** +1 253 205 0468 US

### Agenda

#### 1. Call to Order/Roll Call

##### A. Roll Call

9:00 AM

Board members:

- Tina McLean, Chair
- Enlow Walker, Secretary
- Rebecca Dean, Public Member
- Valerie Phelps, Vice-Chair
- Victoria "Tori" Daugherty
- Jonathan Gates

Staff members:

- Reid Bowman, Program Coordinator 2
- Shane Bannarbie, Program Coordinator I
- Sheri Ryan, Licensing Examiner 3

#### Alaska State Physical Therapy and Occupational Therapy Mission Statement

The mission of the Alaska State Physical and Occupational Therapy Board is to promote healthy, independent, productive Alaskans. The board strives to do this by:

1. Adopting regulations necessary for the safe and efficient practice of Physical Therapy and Occupational Therapy in the State of Alaska.
2. Reviewing and approving the qualification of applicants to ensure a competent and effective work force of therapists and assistants.
3. Issuing temporary permits and licenses to qualified persons.
4. Monitoring compliance with continuing education requirements.

5. Reviewing and acting on any report or documentation of any unsafe, unethical or unlawful actions of a licensee.

**B. Ethics Reporting** **9:05 AM**

**C. Review/Approval Agenda** **9:10 AM**

**2. Administrative Business**

**A. Recognition** **9:15 AM**

**i. Dr. Enlow Walker**

PHY Board Member - 05/17/2018 - 03/01/2025  
and Board Secretary

**ii. Dr. Tina McLean**

PHY Board member 06/22/2022 - 03/10/2025  
and Board Chair

**B. Board Meetings - Reschedule Oct Board meeting** **9:25 AM**

Next PHY Board mtg. scheduled for Oct. 16-17, 2025. Oct. 17 is Alaska Day and a state holiday w/staff not available. Need to reschedule.

**C. Tabled Items**

**i. Tabled Correspondence**

- Board Correspondence

**a. COTA\_PTA Progress Notes - 8-6-2024 Response** **9:35 AM**

**ii. Tabled Applications**

**a. NPTE Appeal Request - Litz Regis** **9:50 AM**

**b. Luis Sierra - 231368 - PTA - Application by Examination** **10:05 AM**

**c. Related Potential Regulations Project Adoption** **10:20 AM**

Discussion re: application by examination

**d. Morgan Humble - 123160 - PT - Application by Reinstatement** **10:35 AM**

**e. Ashlynn Bachman - 144563 - PT - Application by Reinstatement** **10:45 AM**

**f. Cynthia Folsom - 130846 - PT - Random Audit Extension Request** **10:55 AM**

**D. Board Correspondence**

**i. Renewal** **11:00 AM**

**ii. APTA -AK - Diagnostic Imaging Update** **11:05 AM**

**E. FSBPT Delegate Selection** **11:10 AM**

It's time to select your Voting Delegate, Alternate Delegate, and Funded Administrator! These positions will be funded to attend the following events, and your Voting Delegate will represent your board by voting for candidates and motions. You can learn more about these events on the [FSBPT Website](#).

**Leadership Issues Forum, July 19-20, Arlington, Virginia = Voting Delegate and Board Administrator**

**Annual Education Meeting, October 23-25, Spokane, Washington = Voting Delegate, Funded Alternate Delegate, and Board Administrator**

**F. PT Compact Commission 11:25 AM**

- Elect Alaska PT Compact Commission Representative
- JP Questionnaire

**3. Investigative Report 11:40 AM**

Presenter: Jasmin Bautista

**A. Executive Session - Disciplinary Action 11:55 AM**

Lucian Fulger - 221199 - OT - Application by Credentials - See separate OnBoard Executive Session Meeting for confidential paperwork.

**4. 2025 Legislative Guidance for CBPL Board Members 12:10 PM**

**5. Examiner Procedures**

**A. Application Process 12:15 PM**

Discuss submitting applications for review to board for "approved pending receipt of clear background reports" as standard procedure.

**B. Random Audits 12:30 PM**

Discuss designating authority to Licensing Examiner to process random audits with no questions/concerns for this audit period.

**C. Reinstatement Application - Apply 12 AAC 02.965 12:35 PM**

Discuss procedure of including verbiage of applying 12 AAC 02.965 in OnBoard vote so applications can be approved without being tabled unless discussion required .

**6. Lunch 12:50 PM**

**7. Board Election(s) and Committee Membership 1:35 PM**

1. Elect New PHY Board Chair
2. Legislative Committee Membership - 03/2025 and ongoing
3. Scope of Practices Committee Membership - 03/2025 and ongoing

**8. Committee Reports - Please read written report(s) in advance.**

**A. Scope of Practices Committee 1:50 PM**

Presenter: Tina McLean

**B. Legislative Committee 2:20 PM**

Presenter: Tina McLean

**C. Break 2:35 PM**

**D. Regulations Committee 2:45 PM**

Presenter: Valerie Phelps

**E. Continuing Competency Committee**

Presenter: Valerie Phelps

**3:30 PM**

**9. Annual Report FY25 - Prep**

**3:45 PM**

Annual reports must be reviewed and approved by each board and submitted to the division's publication specialist no later than June 30 each year,

**10. Meeting Reports - Please read written report in advance.**

**A. FSBPT Annual Education Conference**

Presenter: Tina McLean and Rebecca Dean

**4:00 PM**

**11. Association Update - AKOTA**

Presenter: Brianne (Bri) Oswald, OTD, OTR/L, LSVT-BIG, CSCS - President

**4:15 PM**

**12. Meeting Summary - Action Items**

**4:30 PM**

**13. Adjourn**

**4:45 PM**



**From:** [Dr. Valerie Phelps](#)  
**To:** [Ryan, Sheri J \(CED\)](#)  
**Subject:** Hi Sheri, could we add this to the letter about documentation?  
**Date:** Saturday, November 23, 2024 4:15:37 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**CAUTION:** This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It is important to remember that the occupational therapist and physical therapist are responsible *for assessing progress* for developing the plan of care, while an occupational therapy assistant and physical therapist assistant work to implement the care plan that had been developed by the OT or PT.

Valerie A. Phelps, PT, ScD  
**Board Certified Orthopedic Clinical Specialist**  
**Fellow of the American Academy of Orthopedic Manual Physical Therapists**



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

BOARD OF PHYSICAL THERAPY AND  
OCCUPATIONAL THERAPY

P.O. Box 110806  
Juneau, Alaska 99811-0806  
Main: 907.465.2580  
Fax: 907.465.2974

November 12, 2024

Vanessa Russell  
2000 S. Hygrade Circle  
Wasilla, AK 99654

RE: COTA\_PTA Progress Notes – 08-06-2024

Hello Ms. Russell,

On August 6, 2024 you wrote to the Board of Physical Therapy and Occupational Therapy seeking clarification if occupational therapy assistants or physical therapist assistants could write progress notes and have a corresponding supervising occupational therapist or physical therapist sign off on them.

The Board of Physical Therapy and Occupational Therapy authorized the following response on xx/xx/2024:

Statutes and regulations do not specify who must physically prepare the notes, including typing the report. The PT/PTA or OT/OTA team may work together collaboratively to develop the progress note.

This is supported by the following regulations:

- 12 AAC 54.810 identifies the supervision requirements for an occupational therapy assistant by an occupational therapist.
- 12 AAC 54.510 identifies the supervision requirements for a physical therapist assistant by a physical therapist. 12 AAC 54.510(d) describes that: “A licensed physical therapist assistant shall have written treatment plans formulated by the licensed physical therapist in possession for each patient under the care of the physical therapist assistant. Treatment plans must be revised following periodic evaluations by the licensed physical therapist.”

It is important to remember that the occupational therapist and physical therapist are responsible for developing the plan of care, while an occupational therapy assistant and physical therapist assistant work to implement the care plan that had been developed by the OT or PT.

APTA and AOTA have resources available to guide these collaborative, working relationships. For example, APTA has released “Direction and Supervision of the Physical Therapist Assistant HOD P06-18-28-35.” American Journal of Occupational Therapy has also published the following article with guidance related to the OT/OTA supervisory model: Guidelines for Supervision, Roles, and Responsibilities During the Delivery of Occupational Therapy Services. Am J Occup Ther November/December 2020, Vol. 74(Supplement\_3), 7413410020p1–7413410020p6.

This board does not provide instructions related to requirements by funding sources, i.e. insurance reimbursement. Please refer to the requirements as established by those entities for more direction.

Sincerely,

Sheri Ryan  
Licensing Examiner Advanced 3  
Alaska Board of Physical Therapy and Occupational Therapy

**From:** [Thomas, Jessica D CIV \(USA\)](#)  
**To:** [Board of Physical and Occupational Therapy \(CED sponsored\)](#)  
**Subject:** OTA license renewal question  
**Date:** Wednesday, November 13, 2024 11:41:45 AM

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Good morning!

I have a question regarding OTA license renewals. If I haven't worked as an Occupational Therapy Assistant during my licensing period, would an AOTA exam prep course suffice for "a review course sponsored by a school of occupational therapy approved by the American Occupational Therapy Association" to renew my license? I'm having trouble finding any review courses put on by specific colleges, but I know that we did an AOTA prep course when I graduated from my OTA program.

Thank you for all information you can provide on this subject.

V/R

Jessica Thomas

**From:** [REDACTED]  
**To:** [Ryan, Shen J \(CED\)](#)  
**Cc:** [Alec Kay](#)  
**Subject:** Referral for diagnostic imaging by physical therapists in Alaska  
**Date:** Wednesday, February 26, 2025 5:17:17 AM  
**Importance:** High

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**CAUTION:** This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Esteemed Members of the Alaska Physical Therapy and Occupational Therapy Licensing Board:

I am writing to update the Members on my profession's efforts to obtain the legal right to refer our patients for diagnostic imaging, and to request further assistance.

First, thank you sincerely for your past support, particularly for your endorsement of our proposed changes to the Alaska Administrative Code (in your letter to us last spring). Over the past several months we have communicated with heads of multiple State agencies and have learned that it is the Health Department's Division of Public Health (DPH) that has jurisdiction over our proposed changes to the Code. Unfortunately, we have also learned from DPH Director Lindsey Kato that, because of workload and staffing issues, any such action will be deferred until at least next year.

The delay is understandable, but disappointing. It has occurred to us, however, that DPH might be willing to expedite this process if it were to receive a formal request from the Board to do so. Would the Board consider making such a request on our behalf?

Thank you in advance for your consideration of this request. Please let me know if you require any additional information or clarification.

Sincerely and Respectfully,

Jeff Gordon

Jeffrey S Gordon, DPT, OCS

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

AK license #1784  
NPI: 121-500-8495

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**MEMORANDUM**

DATE: January 24, 2025  
TO: Board of Physical Therapy & Occupational Therapy  
THRU: Erika Prieksat, Chief Investigator  
FROM: Jasmin Bautista, Investigator  
RE: Investigative Report for the February 06, 2025 Meeting

The following information was compiled as an investigative report to the Board for the period of November 02, 2024 thru January 24, 2025; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

**OPEN - 5**

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
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**OCCUPATIONAL THERAPIST**

2024-000748	License Application Review/Referral	Complaint	09/20/2024
2024-001113	Unlicensed practice or activity	Complaint	12/20/2024

**PHYSICAL THERAPIST**

2024-001186	Unprofessional conduct	Intake	12/16/2024
2024-000881	Violating professional ethics	Complaint	10/21/2024

**SPEECH LANGUAGE  
PATHOLOGIST**

2024-001209	Unlicensed practice or activity	Complaint	01/14/2025
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Closed -  
Case #

Violation Type

Case Status

Closed

Closure

*END OF REPORT*





## 2025 Legislative Guidance for CBPL Board & Commission Members

The primary guidance for board and commission members during legislative session is in the CBPL Guide to Excellence in Regulation – Section IX: Legislation and Legislative Audit (pages 63-70), available on the CBPL Board Resources webpage: [www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardMemberResources](http://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardMemberResources).

Section IX of the guide includes information on the following:

- Initiating legislation
- The Open Meetings Act (it always applies)
- Legislative session
- The need to be informed about legislation (and how to do that)
- Guidelines for board member testimony
- Legislative testimony call-in dos and don'ts
- Legislative audit

It's important to remember that division staff cannot represent a board or its positions in meetings with legislators or in legislative hearings, except by pointing to a letter of support or opposition if the board has submitted one for a specific bill. Otherwise, the division only speaks to the Administration's position on legislative items. This means it's essential for board and commission members to carefully review Section IX of the CBPL Guide to Excellence in Regulation to be aware of how the process works and what their responsibilities include.

If a board or commission member has questions on how the legislative process works, please refer to the helpful information linked below. Division management and the department's Boards and Regulations Advisor are also happy to answer any specific questions from board and commission members, but please be aware that we tend to be very busy during legislative session so, at times, it may take a couple days to receive a response or call back.

### HELPFUL INFORMATION

Additional resources on [BASIS](#) that will be helpful in understanding how to navigate BASIS, understand what you're seeing, and become more familiar with the legislative process:

- Tips for Using Basis: <https://akleg.gov/docs/pdf/basis.pdf>
- Frequently Asked Questions: <https://akleg.gov/faq.php>
- Legislative Abbreviations & Acronyms: <https://akleg.gov/docs/pdf/abbracro.pdf>
- Glossary of Legislative Terms: <https://akleg.gov/docs/pdf/glossary.pdf>
- Current Senators: <https://akleg.gov/senate.php>
- Current Representatives: <https://akleg.gov/house.php>
- Current Committees: <https://www.akleg.gov/basis/Committee/List/34>

- Steps in Passage of a Bill: <https://akleg.gov/docs/pdf/passbill.pdf>
- Legislative Process: <https://akleg.gov/docs/pdf/legprocess.pdf>
- How to Read a Bill History: <https://akleg.gov/docs/pdf/readbill.pdf>
- Layman’s Guide to the Budget Process: <https://akleg.gov/docs/pdf/budgproc.pdf>

**How to Watch or Listen in on a Bill Hearing:**

- If the bill is currently being heard in a committee:
  - Identify what committee it’s being heard in.
  - Go to akleg.gov, select the “Live Now” tab, and select the appropriate committee; **OR**
  - Go to Gavel Alaska ([ktoo.org/gavel](http://ktoo.org/gavel)) and select the appropriate committee.
- If the bill was already heard and the hearing has since concluded:
  - Go to akleg.gov and search for the bill. Once on the bill’s page, go to the “Meetings” tab and click on the link for the hearing you want; **OR**
  - Go to Gavel Alaska and look for the hearing in the “Archives”.

**DEPARTMENT CONTACTS:**

- DCCED Boards and Regulations Advisor – Sara Chambers: [sara.chambers@alaska.gov](mailto:sara.chambers@alaska.gov), W: (907) 465-2144
- CBPL Director – Sylvan Robb: [sylvan.robb@alaska.gov](mailto:sylvan.robb@alaska.gov), W: (907) 465-2524, [REDACTED]
- CBPL Deputy Director – Glenn Saviers: [glenn.saviers@alaska.gov](mailto:glenn.saviers@alaska.gov), W: (907) 465-2691, [REDACTED]

Division management is often in meetings or hearings throughout the day during legislative session, so email may sometimes be the quickest way to get a response. If you opt to call, make sure to leave a voicemail and consider following up with an email. Please do understand that while management will get back to you as quickly as possible, they may not always be able to get back to you the same day.

Additionally, even when you opt to reach out to one of the contacts above, please be sure to also loop in your board staff before or latest, immediately after, the conversation so they can remain in the loop.

(l) The department or applicable board will consider the licensee's failure to comply with the continuing education audit under this section as grounds for imposition of disciplinary sanctions to the extent allowed under AS 08 and this title.

**Authority:** AS 08.01.050 AS 08.01.087 AS 08.01.100  
AS 08.01.080

**12 AAC 02.965. FAILURE TO MEET CONTINUING EDUCATION REQUIREMENTS FOR RENEWAL AND REINSTATEMENT OF LICENSE.** (a) Except as otherwise provided in AS 08 or this title, a license issued under AS 08 will not be renewed or reinstated if the applicant for renewal or reinstatement has not earned the required number of continuing education credits during the concluding licensing period. With the appropriate board or department approval, an applicant for renewal or reinstatement of a lapsed license may earn the required number of credits after the expiration date of the license. Continuing education credits earned to reinstate or renew a lapsed license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement. Credits submitted to satisfy the continuing education requirements under this section must be approved under AS 08 and this title by the department or the applicable board.

(b) For the purposes of this section, "continuing education credits" includes continuing competency, contact hours, continuing education units, and credit hours.

**Authority:** AS 08.01.050 AS 08.01.080 AS 08.01.100

**12 AAC 02.990. DEFINITIONS.** As used in this chapter

- (1) "department" means the Department of Commerce, Community, and Economic Development;
- (2) "division" means the Division of Corporations, Business and Professional Licensing;
- (3) "license" means a license, certificate, permit, registration, endorsement, or similar evidence of authority issued by the division or by one of the boards listed in AS 08.01.010;
- (4) "licensee" means a person who holds a license, as defined under 12 AAC 02.990(3).

**Authority:** AS 08.01.050 AS 08.01.080 AS 08.01.100

# AK PT/OT BOARD

## Scope of Practice Committee Meeting Report

October-Dec 2024

Jan to Feb 2025

- ❖ Committee Members: Tina McLean, Tori Daugherty, Enlow Walker
- ❖ Meetings (3)
  - October 2024-None
  - November 15, 2024
  - December 15, 2024
  - January: None
  - February 7, 2025
- ❖ Accomplished Tasks
  - Prepared multiple () responses to correspondence covering the following topics
    - Occupational Therapy:
      - ✓ Ethics Clarification of Licensed OT vs School based OT requirements by non-licensed personnel-Invited Department of Education to participate in meetings for clarification
      - ✓ PT/COTA supervision/documentation allowance/requirements
    - Physical Therapy
      - ✓ Use of DPT w/foreign trained equivalent degree
      - ✓ SOP of PTs w/ dietary recommendations
      - ✓ Visit requirements of PTs in the Home Health setting and PTA supervision-sent to Deputy Director Saviers clarifying if there was a conflict btwn AAC for PTs vs Home Health
    - Completed Letter of Invitation to send out to Listserv, Professional Associations re work groups for modernization of scope of practices for both physical therapist, physical therapist assistants, occupational therapist and occupational therapist assistants.
    - Dates established for PT work group meetings
    - Dates established for OT work group meetings
- ❖ Legislative Initiatives
  - Modernization of the Occupational Therapy Scope of Practice
  - Modernization of the Physical Therapy Scope of Practice
  - Language for an Executive Assistant for the Physical Therapy and Occupational Therapy Board
  - DPT/OTD Term Protection
- ❖ Pending Next Steps
  - Staff to send response letter re PT SOP dietary recommendations to full board in OnBoard for approval
  - Staff to send OT Ethics response letter to full board in OnBoard for approval
  - Staff to send response letter re PTA scope of practice to Deputy Director for clarification on regulations
  - Staff to send response letter re DPT designation credentials to full board in OnBoard for approval
  - Staff to send out PT and OT work group invitations by 2/21/2025
  - DPT/OTD Term protection DRAFT language tabled until 3/7/2025 SOP meeting

**AK PT/OT BOARD**  
**Scope of Practice Committee Meeting Report**  
Jan to Feb 2025

- ❖ Committee Members: Tina McLean, Tori Daugherty, Enlow Walker
- ❖ Meetings (3)
  - October 2024-None
  - November: None
  - December: None
  - January: None
  - February 7, 2025
  -
- ❖ Accomplished Tasks
  - Monitoring of first release of prefiles 1/10/2025
  - Monitoring of second release of prefiles 01/17/2025
  - Occupational Therapy
    - ✓ Monitoring OT Compact action-defer to Assoc President report
    - ✓ OTD Term Protection
    - ✓ OT SOP modernization language/work group TBD
    - ✓ EA for PT/OT Board
  - Physical Therapy
    - ✓ EA for PT/OT Board
    - ✓ PT SOP modernization language/work group TBD
    - ✓ DPT term protection
- ❖ Legislative Initiatives
  - Modernization of the Occupational Therapy Scope of Practice
  - Modernization of the Physical Therapy Scope of Practice
  - Executive Administrator position for the Physical Therapy and Occupational Therapy Board
  - DPT/OTD Term Protection
- ❖ Pending Next Steps
  - Review Midwives Bill SB95 d/t periphery interest introduced 2/12/25
  - Monitor 80/20 rule replacement in the event it gets introduced
  - Staff to send response letter re PTA scope of practice to Deputy Director for clarification on regulations
  - Seek new member assignment/volunteer to committee
  - Staff to send out PT and OT work group invitations by 2/21/2025
  - DPT/OTD Term protection DRAFT language tabled until 3/7/2025 SOP meeting

## **Regulations Committee Report**

Completed by Valerie Phelps, committee chair

February 21, 2025

- Met 4 times since the October 2024 Board meeting:
- 11/22/24, 12/20/24, 1/10/25, 2/21/25: the last two meetings were primarily working with Allison Osborne the regulations specialist on regulations language for the regulations projects below:

Accomplished:

### **Dry needling language for OT's and PT's:**

*Required at the meeting to move this forward:* I move to initiate a regulations project regarding physical therapy and occupational therapy dry needling by approving the following language for public comment, unless substantive changes are made by the regulations specialist or Department of Law. The proposed language is found in the document labeled XXX

NOTE: the board has the option to move to approve an oral hearing instead of just allowing for public comment per email. Action: Date needs to be determined.

NOTE: if more than 30 days public notice period is desired, we need to name that timeframe in the motion.

### **SB74 project and other regulations changes**

- SB74 regulations, compact and fingerprinting requirements
- Reclarifying foreign educated 'internship' as being fulfilled through the CAPTE equivalent education
- Separated OT licensure by examination and by credentials
- New section: supervised service delivery plan to allow professionals who have not had work experience in greater than 3 years be able to return to the field

### **Completed Opening questionnaires for the following:**

1. 6-month post graduate FE internship - Valerie Phelps
2. OT licensure by examination and credentials - Rebecca Dean
3. Supervised Service Delivery - Valerie Phelps
4. SB74 - Valerie Phelps and Rebecca Dean to both work on collaboratively through staff (2) = SB74 + Jurisprudence
5. Examiner Recommendations - Rebecca Dean

### **Work in progress:**

- A. Greater clarification on supervision of OTAs and PTAs - 12 AAC 54.510 and 12 AAC 54.810
  - a. Gathered information from national resources and several states
- B. Expand CEU opportunities for OT and PT
  - a. Gathered information from national resources and several states

*It would be helpful to have input from all board members on:*

**Supervision:** it's easy to get lost in the weeds. These have been our considerations:

What is the problem we are trying to solve? Specifically, are these topics that are important to address? Is there anything missing?

- This regulations project is facilitated by the many letters of correspondence that come in:
  - o Who can write case notes, progress reports?
  - o Who can sign off on progress/discharge notes?
  - o Can a PTA supervise a PT as a clinic (not patient) manager?
  - o How many can be supervised full time versus part time??
  - o Telehealth questions when an assistant is alone?
  - o Can an aide or assistant perform evaluations for a PT/OT on the other end of a telehealth visit. Can this be cross professional?
  - o Under what circumstances is a co-signature needed/required?

### **CEU opportunities:**

*How much diversity do we want?*

Potential categories:

- Service delivery
- Professional issues
- Foundational knowledge

*What don't we want?*

- All credits coming from online 'rapid learning'?
- BLS certification (CPR)?
- Marketing?

### **Additional potential regulations projects:**

- Definition of employment and professional reference requirements for licensure by credentials - PT and OT
- Ongoing right touch regulations for PTs applying for licensure by credentials
- Supervised Delivery Standards for someone without a license in any state. Current plan is only for someone who cannot prove work experience but does have an active license.

## **Continuing Competence Committee Chair Report**

February 21, 2025

Committee members: Valerie Phelps (chair), Rebecca Dean, Jonathan Gates

### **Summary**

There have been no committee meetings since the October 2024 board meeting.

The committee has no requests for board approval related to statute or regulation changes.

Working on:

- a. In collaboration with the regulations committee, work on Continuing Competency requirements/regulations updates for greater versatility and to add specific activities along with the current 'courses'.
- b. Informed consent – reviewing FSBPT task force results and identifying needs related to Alaska
- c. Jurisprudence questions update

We meet again March 13, 2025.



## Annual Report Instructions and Checklist

This document serves as both the instructions and checklist for the 2025 annual reports. Save a copy to be completed for your program(s) in the specific program folder (within the (I:) drive for Juneau or the (J:) drive for Anchorage).

**Purpose:** The annual performance report is presented by each board in accordance with AS 08.01.070(10). The purpose is to report the accomplishments, activities, and the past and present needs of the licensing program from the board's perspective.

**Timeframe:** Annual reports must be reviewed and approved by each board and submitted to the division's publication specialist no later than June 30 each year. Boards and staff should plan to ensure an adequate amount of time to discuss, edit, and approve.

**Upcoming Board Meeting Dates:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Discussed with Board Date: \_\_\_\_\_

Draft Completed by Board Date: \_\_\_\_\_

Ready for Board Review Date: \_\_\_\_\_

**Approval and Finalizing Process:** *Do NOT send annual reports to the publication team without obtaining board approval first.* Official board approval should be recorded below in the "Board Approval" section. Once the board has approved the annual report content, the document should be emailed to the publications specialist for finalizing. After the document is finalized, it is posted online. The content is not altered during the finalizing process – a 2nd review and approval from the board is not required.

**Personnel:** It can be difficult to write a report by committee, so boards may wish to appoint a drafter and set forth a process and timeline for completion. Often, this is the board chair or a long-serving member. Boards may also assign sections to members to help allocate the responsibility.

**Guidance:** Only the content (i.e., informational board-specific text) should be modified by staff. **Do not add, remove or format the annual report yourself.**

- If additional pages, sections, etc. are needed, **contact the publications specialist** and ask for assistance.
- It is imperative that the changes to formatting (i.e., additional pages, etc.) are completed **ONLY** by the publications team - there are specific formatting aspects that must remain in place.
- If changes to formatting are made by staff, you will be asked to re-do the entire template after the publications team has made the formatting changes for you.

Remember this is a public document. Do not include information that may be confidential or create a liability for the board or its members.

Professional licensing staff may not write the report on behalf of the board. Staff may work with the division's administrative team to fill in staff/board information, statistics and other objective data.

## Annual Report Instructions and Checklist (continued)

**Board Review and Approval:** A mentioned above, *do NOT send annual reports to the publication team prior to obtaining board approval*. Official board approval means a motion to approve the document as-is, with a quorum reached. No changes should be made to the document (outside of final formatting) after receiving board approval. Final formatting is to be completed by the publications specialist only.

Approved

Date of Final Board Approval: \_\_\_\_\_

Comments:

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Program Staff (Name): \_\_\_\_\_

**This instruction/checklist page, with official board approval, must be submitted to the publications team with the approved annual report document. Annual reports submitted to the publications team without this sign-off will not be accepted.**

Department of Commerce, Community  
and Economic Development

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Division of Corporations, Business  
and Professional Licensing

**[Enter Program Name]**

## **Annual Report**

Fiscal Year 2025



Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing

P.O. Box 110806  
Juneau, Alaska 99811-0806  
Email: [License@Alaska.Gov](mailto:License@Alaska.Gov)

*This report is required under Alaska Statute 08.01.070(10).*

**[Enter Program Name]**

# FY 2025 Annual Report

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FY 2025 Annual Report

**Board Membership** *(as of the Date This Report was Approved)*

**Date of Final Board Approval:** [Click or tap to enter a date.]

[Click or tap here to enter text. (List all board members as of the date this report was approved.)]

**[Enter Program Name]**  
**FY 2025 Annual Report**

**Accomplishments**

[Click or tap here to enter text. ("Accomplishments" include but are not limited to statutory or regulatory changes finalized, disciplinary matrices created, investigations conducted, public safety measures implemented, general descriptions of license actions taken for the sake of public safety, accomplishments by staff, accomplishments by board members, etc.)]

**[Enter Program Name]**  
**FY 2025 Annual Report**

**Activities**

[Click or tap here to enter text. (“Activities” include but are not limited to board meetings, subcommittee or workgroup meetings, attendance at conferences, public speaking events, involvement in legislative hearings, in process statute or regulation changes, etc.)]

**[Enter Program Name]  
FY 2025 Annual Report**

**Needs**

[Click or tap here to enter text. ("Needs" include but are not limited to changes to statutes, changes to regulations, trainings, board seats to be filled, executive administrator for the board, additional staff, travel to certain conferences, support, etc. Highly recommend also including the "why" for each listed need.)]